



CITY OF DEER PARK

513-794-8860

7640 Plainfield Rd, Deer Park, OH 45236
Francis R. Healy Community Center

Regulations

HOURS: 10 a.m. to 12 midnight

You are responsible for the keys at all times until they are returned to the Deer Park Police Department immediately following conclusion of your activity at the Community Center and clean up of the hall. **(Both clean up and key return MUST be the night of the event.)** If the keys are lost or stolen, the deposit charged you or your organization will be forfeited.

PLEASE OBSERVE THE FOLLOWING REGULATIONS:

Switches for the lights for main hall, restrooms, and kitchen are located on the west wall of kitchen. The range and refrigerator are provided for your convenience. If, at any time, the hall is left unattended, turn out lights and lock doors. At the conclusion of your activity, be sure that all tables and chairs are cleaned of debris (trash, spillage of liquids, foodstuffs, etc), washed off, and left in a clean, dry condition. **Tables are to be left standing and chairs folded and stacked upright on the portable racks provided or against an outside wall.** Please do NOT drag tables across the floor.

Inspect the entire hall, including restrooms, kitchen, coat, and storage rooms, etc. Paper towels, trash, and debris of all kinds should be picked up and placed in containers provided. Foodstuffs should be removed from refrigerator and the whole kitchen area. Toilets, wash basins, kitchen sink, refrigerator, and range are to be left in clean condition. Note: Please check interior setting of the refrigerator for ideal temperature for your food or drink items.

The floor throughout the building is to be swept clean of debris; wet-mopped clean of spillages of liquids or foodstuffs, or mud and residue tracked in from outside. **USE COLD WATER ONLY ON FLOORS.** *In other words, leave it clean. Thank you.*

Cleaning supplies including broom, dust pan, mops, pails, sponges, and cleanser are located in the supply closet between the restrooms. Please use them !

Tables and chairs are NOT to be removed from inside the Community Center at any time. Please place bags of trash and debris in cans outside the building. (Do NOT use the school's dumpster across the parking lot.) Please utilize the red bin for recycling only; please empty it into the large Rumpke recycle cart that is outside the building.

BEFORE LEAVING THE HALL, BE SURE TO turn off all interior lights, close all outside doors, and lock entrance doors. Then return keys to the Police Department.

If you must leave any materials, merchandise, equipment, or property for pick up the next day, it must be removed by 9:30 a.m. the day following your activity.

MAXIMUM CAPACITY - 150 PEOPLE